



Deputy Fire Chief Addison Fire Department



ABOUT THE TOWN

A great place to start a career, Addison is the metroplex's ideal destination to live, work and play. Designed with entrepreneurial innovation and driven by community spirit, this unique 4.4-square mile urban area boasts more than 170 restaurants, 22 hotels, upscale living, unique retail shops and more than 12 million square feet of office space. Addison combines the energy, vibrancy, entertainment and commerce of a large city with small town sensibilities, creating an easy-to-use, friendly and accessible environment.

The Addison Fire Department serves the Addison community through quality emergency medical services and works as part of the mutual aid agreement with the surrounding cities of Carrollton, Coppell, Dallas, and Farmers Branch. The Fire Department offers opportunities for residents to come play through Fire Station tours, teaching CPR/AED classes, and by visiting local schools. Addison Fire Department embodies the ideals of the "Addison Way" of providing excellent customer service to the Addison community as they live, work, and play.

ABOUT THE FIRE DEPARTMENT

Committed to guarding and preserving the lives and property of those who call our city home, our department provides fire protection and emergency services across Addison. The Fire Department's 55 members strive to earn the respect of our community through critical operations based upon concern, compassion and professionalism in all endeavors. Working together to accomplish our mission, our team is certified in emergency medicine, and all of our vehicles are staffed with highly trained paramedics who can provide advanced life support services within minutes.



In working with the Fire Chief, the Deputy Fire Chief will assist in managing the efforts of 55 employees. The operating budget for the Fire Department is approximately \$6.9 million total. The department is comprised of the Fire Chief, a Fire Prevention Specialist, a Department Assistant, three Battalion Chiefs, three Captains, six Lieutenants, nine Fire Equipment Operators, and 31 Firefighter/Paramedics. The department has one command vehicle, two engines, two MICU ambulances, one ladder truck, one aircraft rescue firefighting vehicle, one utility squad, a backup engine, and a backup MICU ambulance.

The Addison Fire Department strives to provide the highest quality of service to all members of the community. In all endeavors, all Firefighters provide the best possible service based upon concern, compassion, and professionalism. As an organization, the department works as a team to accomplish the Town's mission and goals through open communication, cooperation, and recognition of shared successes. As a team, the department is committed to openness and honesty in all situations, values each member and their contribution, and holds each other accountable in service. The Addison Fire Department is one of 196 agencies that has been accredited through the Commission on Fire Accreditation International (CFAI).

ABOUT THE POSITION

The Deputy Fire Chief position is appointed by and serves at the discretion of the Fire Chief. This position's main responsibilities include conducting and coordinating all activities related to emergency medical services, training, safety, and employee development. Acts as department safety representative on the Safety Review Board. Provides highly complex executive staff support to the Fire Chief. This position's primary fire response duty is as safety officer, but may assume command responsibilities as staffing dictates and will participate in post-incident critiques of fires and other emergency operations. The Deputy Fire Chief participates in all emergency and non-emergency operations as deemed necessary. Assumes the role of Fire Chief in the incumbent's absence.

ESSENTIAL FUNCTIONS

The Deputy Fire Chief supervises and evaluates the performance of all shift personnel in regard to EMS, training, and safety issues. This is accomplished by developing or overseeing the development of monthly training schedules, preparing lesson plans, ensuring that all shift personnel have completed assigned trainings, and arranging for guest instructors if needed. This position must maintain accurate training records for all personnel. Oversees and supervises daily functions and activities of assigned divisions.



Ensures provision of quality emergency medical services and evaluates, maintains, and purchases EMS equipment and supplies. In addition, this position also oversees the department's physical fitness program and verifies all personnel meet the expected continual physical requirements set forth by the department. Develops and maintains on-going Quality Improvement and Quality Assurance programs as related to EMS and training. Conducts training sessions for all department heads in emergency management procedures as requested. Ensures compliance with EMS and Fire regulatory agencies.

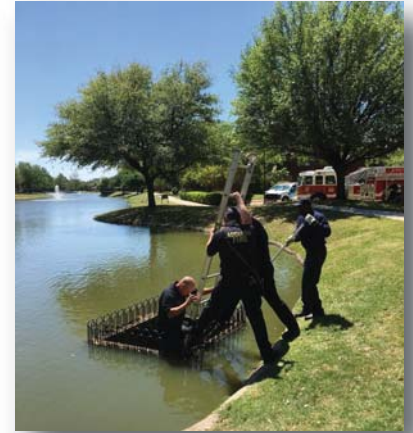
Assists the Fire Chief with the preparation of the department budget and will be responsible for certain budget accounts. This position will also handle requests for legal information, and requests and inquiries from the general public, other Departmental personnel, and other City departments. Prepares monthly and annual reports as required over EMS, training, physical fitness programs, and any other reports requested by the Fire Chief. This position assists the Human Resources Director in the development and administration of hiring and promotional testing opportunities for all Fire Department positions.

In the course of presenting designated Addison Special Events, this position may be assigned to perform extra job duties that are directly, indirectly or completely unrelated to their normal job functions during those special events. The Deputy Fire Chief may be required to work extended hours in emergency situations.



KNOWLEDGE, SKILLS AND ABILITIES:

Candidates must demonstrate knowledge of emergency medical services, modern instructional principles, methods, techniques and equipment. Must understand group dynamics; incident management systems; and safety practices for emergency and non-emergency situations. This position requires verbal fluency, grammatical and writing skills for daily tasks and monthly reports. Must demonstrate ability to assume leadership in the area of personnel development and training. Ability to establish and maintain harmonious relations with fellow employees and the public. Must maintain appropriate level of physical fitness. As part of the background check process, a safe driving record, clear criminal background check and clear pre-employment drug screen are required. Must live within 15 airmiles from the headquarters' Fire Station at 4798 Airport Parkway.



EDUCATION AND EXPERIENCE

Candidates must have obtained a minimum of a Bachelor's degree in either education, business administration, public administration, or a related field. Must possess a minimum of ten years' fire service experience, including EMS or fire project management experience and instructional training experience.

CERTIFICATIONS

Candidates applying for the Deputy Fire Chief position must be a certified or licensed Paramedic with the Texas Department of State Health Services. Must possess Master Firefighter certification, and Instructor II certification from TCFP. Prefer Aircraft Rescue and Fire Fighting (ARFF) certification. Must obtain a Basic ARFF certification, Fire Officer III, and Fire Officer IV certification as part of continued employment. Attend scheduled training necessary to maintain EMS certification and minimum continuing education credit as required by regulatory agencies.



COMPENSATION AND BENEFITS

The annual salary range for the Deputy Fire Chief position is \$113,924.98 to \$116,203.62 and is dependent upon qualifications. The Town of Addison participates in the Texas Municipal Retirement System (TMRS) at a 7% employee contribution rate with a matching rate of 14% contributed by the Town. Insurance benefits premiums are partially paid by the Town with several plan options offered through Blue Cross Blue Shield, and a Dental plan offered through Delta Dental.

APPLICATION PROCESS

Please submit a letter of interest and resume to ckite@addisontx.gov. For additional information about the Deputy Fire Chief position please contact Caitlin Kite at 972.450.2817.

The Town of Addison is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, religion, age, or disability in employment or the provision of services.

